



Performance Management System

Motor Vehicle Administration
Quarterly Report
July 2016





A Message From the Governor



“Our administration is committed to developing innovative solutions that deliver what Marylanders want – an affordable and reliable transportation system. By implementing a comprehensive program of accountability and continual improvements, we will deliver a better transportation system for the citizens of Maryland.”

“This is another step our administration is taking to Change Maryland for the Better!”

– **Larry Hogan**, *Governor*



The Maryland Department of Transportation and its Transportation Business Units proudly present the official mission statement.



Maryland Department of Transportation

“The Maryland Department of Transportation is a customer-driven leader that delivers safe, sustainable, intelligent, and exceptional transportation solutions in order to connect our customers to life’s opportunities.”

A Message From the Secretary

My Fellow Marylanders,

I am pleased to present the Maryland Department of Transportation Excellerator Performance Management System. I have been a longtime proponent of performance measures as a critical ingredient which drives organizations to exceptional standards to meet the transportation demands of our customers. At the Maryland Department of Transportation, we have embarked on a dedicated journey of creating performance measures that are important to all who live in and travel throughout the State of Maryland.

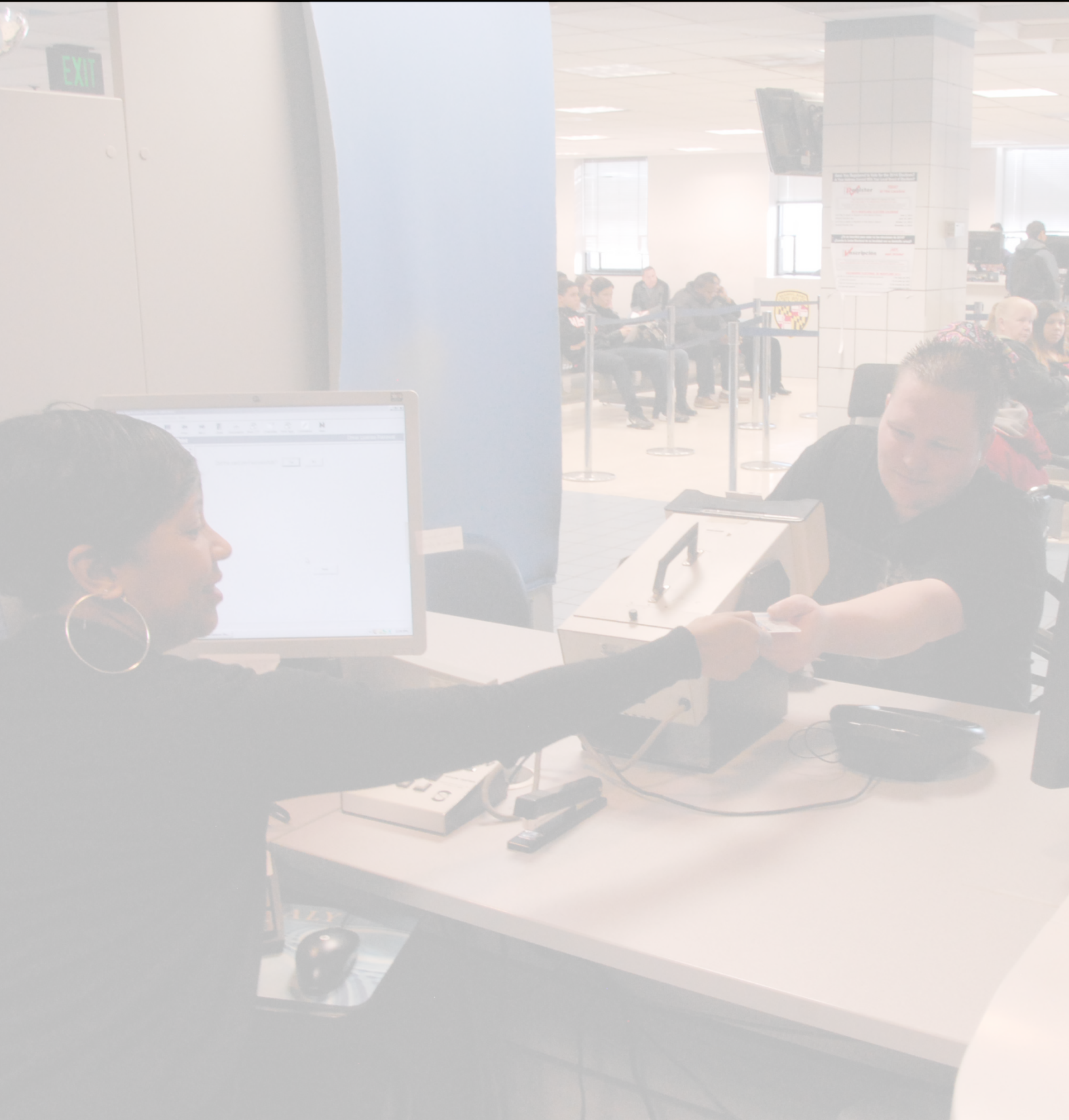
The Maryland Department of Transportation, and its transportation business units, created a single focused Mission Statement, which is the guiding light for all of our transportation products and services. We are wholeheartedly committed to being driven by the needs of our customers and to exceed their expectations. Whether our customers fly out of the Baltimore/Washington International Thurgood Marshall Airport, take a cruise out of the Port of Baltimore, ride one of our buses or rail lines, register their vehicles, or travel our highways and bridges, we all stand together as the Maryland Department of Transportation.

Our Excellerator program is comprised of ten tangible results. Those results are critical components for the organization and will drive our daily business decisions. How we achieve those results will be an organization-wide process of developing measures and strategies to achieve the optimum level of performance. The public we serve is able to see the results of our performance every quarter. This program is a living, evolving performance process that is in a constant state of evaluation, analysis and action. Some quarters may be better than others, but with the appropriate measures in place, we will have a constant finger on the pulse of the products and services we deliver to the citizens of Maryland. Whether we are being a good neighbor or facilitating economic opportunities within our State, we, the Maryland Department of Transportation, are working together every day to improve our performance and strive to reach exceptional customer service.

We thank you for this opportunity to share our initiative and are excited to embark upon a program of constant progress towards outstanding results.



Pete K. Rahn
Secretary



A Message From the Administrator

Dear Valued Customer,

On behalf of the proud men and women of the Maryland Department of Transportation's Motor Vehicle Administration (MVA), it is my honor and privilege to provide you with the Maryland Department of Transportation (MDOT) Excellerator MVA Quarterly Report. The MDOT Excellerator Performance Management System is a customer-focused program developed and led by Transportation Secretary Pete K. Rahn for the entire organization. It is designed to inspire peak performance through unified responsibility to enable us to better serve all who live and travel throughout the State of Maryland.

The MDOT Excellerator Performance Management System contains 10 Tangible Results designed to exceed customer's expectations. Throughout MDOT, performance measures will focus on using transportation resources wisely, providing safe and secure transportation experiences and providing exceptional customer service. There are many other Tangible Results MDOT leadership considers important to improve our performance, and all may be viewed within the MDOT Excellerator Performance Management System Quarterly Report.

Here at the MVA, we have identified 11 specific performance measures which directly align with the MDOT-wide Tangible Results. Our measures focus on reducing customer wait times, saving taxpayers' money and safeguarding our customers' personal information.

We are excited to continue on the path of improving our products and services. Each quarter, we will report our results and share with you our performance. While we constantly strive for excellence, we realize that some quarters may fail to meet the high standards we have established in each of our measures. If this occurs, I can assure you we will develop and implement strategies to positively influence the direction of our performance. Our goal is to continually evaluate our products and services and to look for every opportunity to prove we are truly a customer-driven agency.

It is not lost on me that MVA employees are often the face of state government and every single customer interaction is an opportunity to demonstrate our commitment to exceptional service. The MDOT Excellerator Performance Management System will help drive our decisions to exceed our customer's expectations. Thank you for your interest and time to explore our latest performance results and we look forward to serving you here at the MVA.



Christine Nizer
MVA Administrator



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*Please refer to the MDOT wide Quarterly Performance Management Report
for more performance measures for each of the 10 Tangible Results across all of the Transportation Business Units.*

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Tangible Results

Frequency Driver

Tangible Result # 1: Provide Exceptional Customer Service			Leslie Dews, MVA
MVA 1.1	Percent of Customers Returning to the MVA After a Transaction Has Been Started for a Driver's License/Identification Card (DL/ID) Product	Quarterly	Richard Norman, MVA
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MVA 1.3	Average Days to Mail Maryland's Secure DL/ID Products	Quarterly	Bernie Cumberland, MVA
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MVA 3.3	Number of Out-of-State Title Fraud Cases	Quarterly	Eric Danz, MVA
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Tangible Result # 5: Provide An Efficient, Well Connected Transportation Experience			Phil Sullivan, MTA
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TANGIBLE RESULT #1

Provide Exceptional Customer Service



Every MDOT employee is responsible for delivering exceptional customer service by providing our customers with respectful, timely and knowledgeable responses to all inquiries and interactions.

RESULT DRIVER:

Leslie Dews

Motor Vehicle Administration (MVA)

Provide Exceptional Customer Service

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Richard Norman

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To track the completion of DL/ID transactions which are completed in one visit

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

Dataset currently being refined

NATIONAL BENCHMARK:

TBD

PERFORMANCE MEASURE MVA 1.1

Percent of Customers Returning to the MVA After a Transaction Has Been Started for a Driver's License/Identification Card (DL/ID) Product

The Maryland Department of Transportation is continually improving their ability to be responsive to its customers. It is proven that customers would like to complete all of their transactions with one trip to the MVA. The MVA endeavors to reduce the impediments for customers to complete their transaction in one visit by offering various technology enhancements and policy changes. Examples of successful initiatives are the District Court kiosk payments (Lexis-Nexis) and Central Collections Unit in several branches. By using the payment kiosks, customers do not have to leave the MVA office to make a payment and complete their transaction. Without the ability to clear a judicial flag, the customer would have to travel to the District Court and then back to MVA to complete their transaction.

The MVA is striving to have every customer that comes to a branch complete their transaction in one trip. This measure is important because it can help the Administration better understand the reasons behind why customers have to make multiple trips to a branch location. This measure is not complete, however, in that it only captures customers that are seen at a counter and an application is started. This measure also only covers the Driver's License side of the MVA. Customers that come on the Title/Registration side are not captured in this measure.

This measure offers an opportunity to review process changes that would limit the percentage of customers who return to the MVA to complete their transaction and receive their products. The desired trend for this performance measure is downward such that fewer customers must return to the MVA to complete their transaction. This dataset is being refined and data definitions identified, therefore data reporting is anticipated to begin in Fall 2016.

Provide Exceptional Customer Service

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Patricia Velez

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To identify if MVA is meeting its customer needs by providing an opportunity for customers to complete their transactions at their convenience

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

MVA uses DB2 data collected on the Mainframe and then the data is analyzed and post processed in MS Excel

NATIONAL BENCHMARK:

TBD

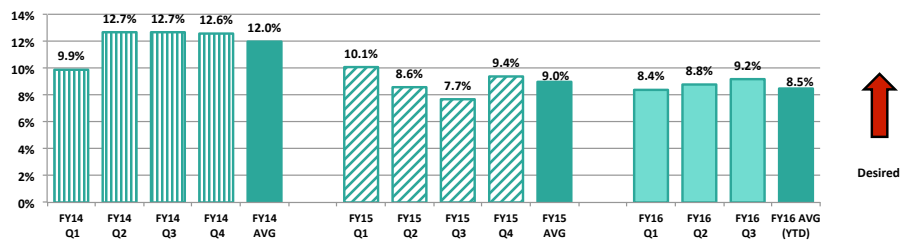
PERFORMANCE MEASURE MVA 1.2

Percent of Transactions Completed From Initial Email (DL/ID Renewals, Vehicle Renewals, VEIP Tests) Prior to Paper Notices Sent

Customers appreciate early and often communication from MVA. Currently MVA has a database of over 3 million e-mail addresses. It is the intent to monitor how MVA might better be able to provide timely communication to customers, quickly and at their convenience. E-mails sent and the responses from those e-mails are a measure of whether customers are using this communication effectively. MVA sends customer notification letters for a variety of updates to customers, and as an example, these mailings can be for DL/ID and vehicle renewals and VEIP testing. This measure will compare the number of e-mail notices sent to the transactions completed as a response to those initial e-mails. This measure will provide a percentage of customers that complete their MVA transaction after clicking the link provided in the initial e-mail notice. As the database of e-mails increase, MVA will be able to communicate quickly and efficiently with our customers.

The trend for this performance measure is downward as compared to the last two fiscal years. MVA would like for more customers to complete their transactions after receiving e-mail notices and have implemented several strategies to encourage customers. Among some of the strategies are sending the email notifications closer to the expiration date, sending email notifications more often, and modifying the message on the email.

**Percent of transactions completed from initial email
(DL/ID renewals, vehicle renewals, VEIP tests) prior to paper notices sent**



Provide Exceptional Customer Service

TBU COORDINATOR:

Sharon Rutzebeck
Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Bernie Cumberland
Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To identify the timeliness in processing and mailing customer DL/IDs

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

Comparison of customer visit date to actual date product provided to U.S. Postal Service for processing and mailing. Reporting period starts July 1, 2016

NATIONAL BENCHMARK:

MVA will issue DL/ID products within 4 days for processing by the U.S. postal services

PERFORMANCE MEASURE MVA 1.3

Average Days to Mail Maryland's Secure DL/ID Products

In an effort to continually modernize and ensure the security of products and services that are provided by the MVA, newly designed secure driver's license and identification cards will begin to be issued throughout Maryland beginning July 2016. These new cards have embedded security features to protect personal information and to reduce fraudulent reproduction of these products. In addition, to further protect personal information, the new cards are printed and mailed from a high-security MVA facility.

With the implementation of Maryland's Secure ID, MVA customers would like timely receipt of their DL/ID in the postal mail. MVA will monitor the average number of days that it takes to mail all Maryland Secure DL/ID products from the central issuance facility. Data reporting for this measure will begin July 2016.

MARYLAND PROTECTED | MARYLAND PROUD
Introducing NEW Secure Driver's License and ID Card

NEW SECURE CARDS - NEW SECURE PROCESS

- Totally redesigned driver's license, learner's permit and identification (ID) card to help protect against identity theft and counterfeiting.
- New cards issued starting in June 2016.
- You **will not** receive your new card during your visit. New cards are printed and mailed from a high-security MVA facility.
- Customers receive their new cards in the mail within 7 - 10 business days.
- Make sure MVA has your correct address.
- Plan ahead. Give yourself enough time to receive your new card in the mail.

IMPORTANT INFORMATION

Frequently Asked Questions
New Secure Card Features Brochure
Card Visuals

Change Your Address
Renew Online
Press Release

Maryland Department of Transportation

SAFE
SECURE
PROTECTED

MVA

Provide Exceptional Customer Service

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Deborah Rogers

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To identify the ability for customers to complete titling transactions conveniently

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

MVA uses TARIS, SR320, MTR (compiled) databases to determine the ERT transactions and walk-in Vehicle Registration and Titling transactions

NATIONAL BENCHMARK:

TBD

PERFORMANCE MEASURE MVA 1.4

Percent of Electronic Registration and Titling (ERT) Titling Transactions and Branch Titling Transactions as Compared to Cars Sold

This measure will monitor the percent of titling transactions completed using ERT as compared to new and used cars sold. The comparative to new and used cars sold shows those titling transactions which are most eligible for ERT.

Over 96% of all new car dealers in Maryland are using ERT to process registration and title transactions. Participating ERT partners are able to electronically submit title and registration documentation to MVA. As customers are able to complete their new and used registration and titling services through ERT, this is a convenience to customers not to come to MVA. The current data shows a trend upward as is desired.

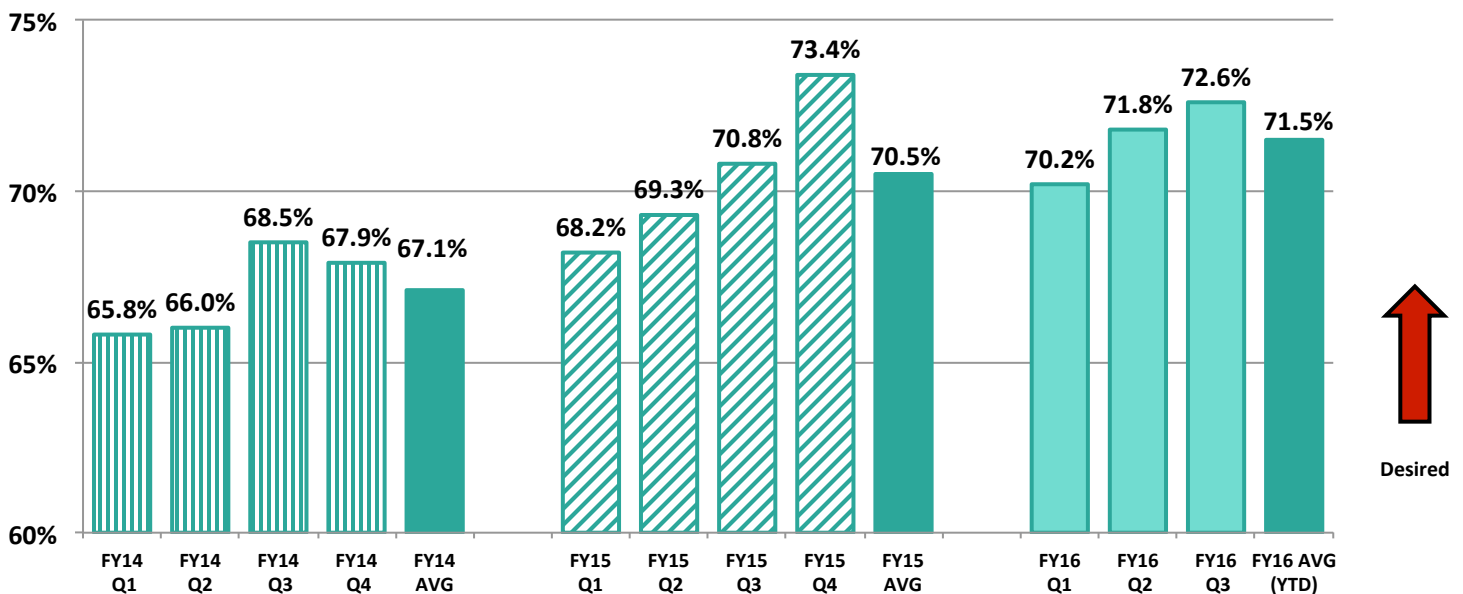


Provide Exceptional Customer Service

PERFORMANCE MEASURE MVA 1.4

Percent of Electronic Registration and Titling (ERT) Titling Transactions and Branch Titling Transactions as Compared to Cars Sold

Fiscal Year by Quarter
Percent Electronic Titling as Compared to Cars Sold



TANGIBLE RESULT #2

Use Resources Wisely



MDOT receives resources from our customers and they expect products and services in return. To better serve our customers, MDOT must maximize the value of every dollar we spend.

RESULT DRIVER:

Corey Stottlemeyer

The Secretary's Office (TSO)

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Paul Taylor

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To monitor how lower fees for VEIP self-service kiosk have been a benefit to customers

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

MVA uses VenDoc, IntelliTrack database to determine the VEIP kiosks usage

NATIONAL BENCHMARK:

VEIP kiosk usage goal, 12% of eligible vehicles; there are currently 900k eligible vehicles in Maryland

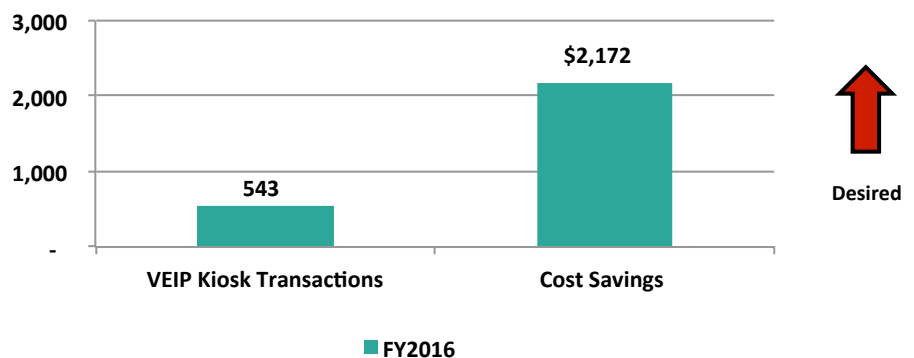
PERFORMANCE MEASURE MVA 2.1**Annual Customer Savings Based on VEIP Self-Service Kiosks Usage**

Lower taxes and fees is a cost savings to the public which puts money back into their pockets. Customers appreciate whenever there is an added savings to the regulatory products that they are required to complete. As part of the Governor's fee reduction initiatives, there was a \$4 savings for using the self-service VEIP kiosks. Maryland is one of only two states to have introduced the technology to self-test at VEIP kiosks. MDOT/MVA started a pilot in August of 2015 with only 2 kiosks. The program expanded in February 2016 to include additional kiosks and a savings to the public.

There are currently nine kiosk locations across the VEIP testing areas. With sixty percent of the 1.5 million annual testable population eligible to use this technology, this makes for a huge cost savings to Maryland residents. MDOT/MVA is at the forefront of technology to offer efficiencies in services for customers.

The trend for this performance measure is desired as upward for both cost savings and number of self-service VEIP kiosk transactions. Over the current Fiscal Year (FY 2016), MDOT added 7 VEIP kiosks for a total of 9 VEIP kiosks and plans are in the works to add a unit in Howard County, bringing the total to 10 by FY 2017.

**VEIP Kiosks Customer Cost Savings
FY 2016 YTD**



TANGIBLE RESULT #3

Provide a Safe and Secure Transportation Infrastructure



MDOT will not compromise on our commitment to continually improve the safety and security of our customers and partners in everything we do.

RESULT DRIVER:

Sarah Clifford

Maryland Transportation Authority (MDTA)

Provide a Safe and Secure Transportation Infrastructure

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Helen Myers

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To monitor the number of participants in the Ignition Interlock Program

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

MVA uses DIWS, Excel (compiled) database to determine the Ignition Interlock Program participants. Data reporting to begin Fall 2016

NATIONAL BENCHMARK:

TBD

PERFORMANCE MEASURE MVA 3.1

Percent Increase in Ignition Interlock Program Participants

MDOT/MVA has adopted the “Towards Zero Death” campaign to reduce highway deaths until they reach zero. This campaign covers some of Maryland’s most dramatic highway safety problems including impaired driving, seatbelt use, and speeding.

The purpose of this measure is to monitor the increase in persons into the Ignition Interlock Program which will help to reduce the number of unsafe drunk drivers on the road. The Ignition Interlock Program is designed to track and monitor those persons who are determined to have been involved in an alcohol related offense. Inclusion can be voluntary (pre-conviction) or mandatory (post-conviction). Recent legislation has made the Ignition Interlock Program mandatory for those persons who are stopped with alcohol related offenses (including pre-conviction). MDOT/MVA is one of the most robust and defined Ignition Interlock Programs in the country.

The trend for this performance measure is upward such that MDOT/MVA is tracking and monitoring more participants in the Ignition Interlock Program.

As this dataset is currently being defined and data definitions identified, reporting is anticipated to begin Fall 2016.



Provide a Safe and Secure Transportation Infrastructure

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Helen Myers

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To monitor the customer medical case processing rate

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

MVA DIWS, Excel (compiled) database to collect the data

NATIONAL BENCHMARK:

60 days

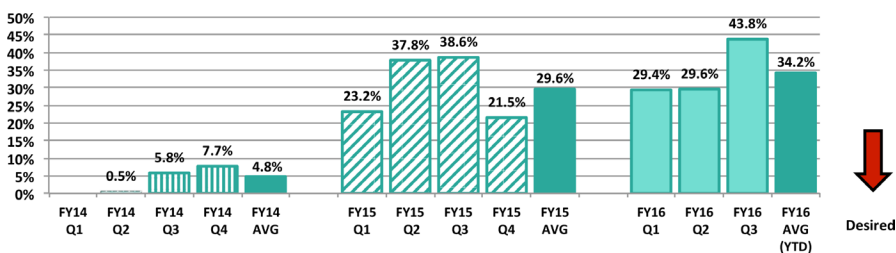
PERFORMANCE MEASURE MVA 3.2

Percent of Medical Related Cases Greater Than 60 Days Old

MDOT/MVA through the Office of Driver Wellness and Safety is responsible for reviewing medical related cases and referrals. These are cases that have been referred to the MVA because the driver was deemed to have a medical stipulation which may hinder their ability to drive. Maryland's medical case review process has been tailored to other DMVs across the country; however, MDOT/MVA is different because nurses and doctors are on staff to support in the review and recommendation of medical cases.

This measure will monitor the number of medical related cases which are closed in 60 days. As this is a dynamic customer service process that requires the customer, upon notification from the MVA, to provide required legal, physician or other official documentation; for optimal efficiency, it has been determined that the cases should be closed within the 60 day timeframe. This is important because drivers with medical conditions are monitored for the ability to drive safely. The trend for this performance measure is downward to decrease the number of cases being processed.

Fiscal Year by Quarter
Percent of MVA Medical Cases Greater Than 60 Days Old



Provide a Safe and Secure Transportation Infrastructure

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Eric Danz

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To monitor the number of out-of-state title fraud cases

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

MVA uses an MS Excel spreadsheet and a Case Management System to track and monitor out-of-state title fraud cases. Total out-of-state titles compared to identified title fraud cases

NATIONAL BENCHMARK:

TBD

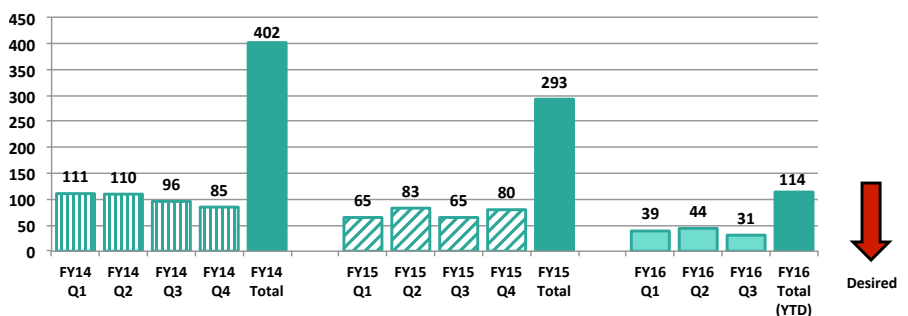
PERFORMANCE MEASURE MVA 3.3

Number of Out-of-State Title Fraud Cases

The safety and security of the transportation infrastructure is dependent on the comprehensive management and oversight of Maryland's transportation regulatory processes. This measure will monitor vehicles titled in Maryland for possible fraudulent, altered and/or counterfeit out-of-state vehicle titles.

The MVA is the only motor vehicle agency in the nation to employ two (2) full time title fraud investigators who "touch" every out of state title used to title a vehicle in Maryland; they are experts in detecting counterfeit and altered titles. The fraudulent titles are used to "wash" liens, salvage brands and re-plate stolen vehicles. The MVA receives grant funding from the Vehicle Theft Prevention Council to pay for a second investigator and to offset the costs of separating the thousands of foreign titles that come into Maryland each year. The staff has been awarded the 2016 Fraud Prevention and Detection Award from the American Association of Motor Vehicle Administrators (AAMVA) for their work in these efforts. The desired trend for this performance measure is downward. The MVA will continue to positively influence this downward trend by implementing new processes and procedures to deter and / or mitigate out-of-state title fraud.

**Fiscal Year by Quarter
MVA Out-of-State Title Fraud**



Provide a Safe and Secure Transportation Infrastructure

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Eric Danz

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To ensure that driver's licenses are not canceled due to fraud by monitoring the number of driver's license (DL) cancellations

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

MVA uses an MS Excel spreadsheet and a Case Management System to track and monitor DL fraud cases and cancellations

NATIONAL BENCHMARK:

TBD

PERFORMANCE MEASURE MVA 3.4

Number of Maryland Driver's License Cancellations Due to Fraud

Protecting the identity for Maryland residents is important, therefore MDOT/MVA is aware of the significance of reviewing documents when submitted to obtain a driver's license. The document review process requires that customer agents are trained to detect and preempt when there are potential inconsistencies with any documents. Over time, MVA finds many of the fraudulent documents are related to residency.

Over 95% of Maryland's driver's license cancellations are related to address or residency fraud where residents from other states travel to Maryland to obtain a driver's license. Customers may provide false address documents to certify that they reside in Maryland. MVA Investigators learn about the possible fraud activity from various sources including returned MVA mail, awareness of customer agents or a third party complaint.

Driver Licenses Canceled (Due to Fraud)



Provide a Safe and Secure Transportation Infrastructure

PERFORMANCE MEASURE MVA 3.4

Number of Maryland Driver's License Cancellations Due to Fraud

MARYLAND PROTECTED | MARYLAND PROUD

NEW SECURE CARD FEATURES

The new design incorporates cutting-edge security and other features, including:

- Polycarbonate Card Body**
More durable, secure and tamper-resistant card body.
- REAL ID Compliant**
Meets state and federal regulations.
- Changeable Laser Image**
Feature that enables two or more images to occupy the same area.
- Laser Engraving**
Provides maximum protection against data manipulation and forgery.
- Tactile Text**
Laser engraving on the card raises the print making it difficult to tamper or modify.
- Veteran Designation**
Veterans now have the opportunity to have this important designation appear on the front of a driver's license or ID card so the holder's status is immediately recognized.
- Inventory Control Number**
A unique number and accompanying barcode to verify the card was issued to you.
- Color Photo**
A full-color image of the card holder is printed on the back as another barrier against fraud.
- Rainbow Printing**
Printing feature that allows one color to change to another before transitioning back to the original color.
- Identity Barcode**
Encoded information to confirm your identity.

Maryland Department of Transportation

mva.maryland.gov

MVA
Motor Vehicle Administration

TANGIBLE RESULT #5

Provide an Efficient, Well-Connected Transportation Experience



MDOT will provide an easy, reliable transportation experience throughout the system. This includes good connections and world class transportation facilities and services.

RESULT DRIVER:

Phil Sullivan

Maryland Transit Administration (MTA)

Provide an Efficient, Well-Connected Transportation Experience

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Richard Norman

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To monitor total visit time a customer spends in a branch office to complete their transaction

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

MVA uses CTM to collect this data

NATIONAL BENCHMARK:

TBD

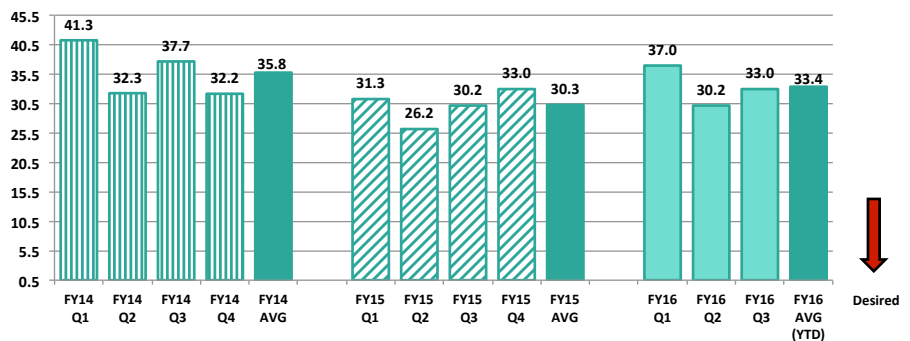
PERFORMANCE MEASURE MVA 5.1

Average Branch Visit Time

Branch visit time is important to our customers and the MVA because it looks at the measurable time each customer spends in a branch after receiving their Customer Traffic Management (CTM) system ticket.

It is also one of the factors used to ensure that branches are staffed as appropriately as possible to handle customer volumes quickly and efficiently. As more customers complete transactions via alternative services, the MVA will be able to improve the visit time numbers as fewer transactions are completed in the Branches.

**Fiscal Year by Quarter
MVA Branch Visit Time**



Provide an Efficient, Well-Connected Transportation Experience

TBU COORDINATOR:

Sharon Rutzebeck

Motor Vehicle Administration (MVA)

PERFORMANCE MEASURE DRIVER:

Richard Norman

Motor Vehicle Administration (MVA)

PURPOSE OF MEASURE:

To monitor how responsive MVA is to customers by offering the CDL and non-CDL appointments at the customer's convenience

FREQUENCY:

Quarterly

DATA COLLECTION METHODOLOGY:

MVA uses CSS database to track and monitor driver's license test appointments for Commercial Driver's License (CDL) and Non-Commercial Driver's License (non-CDL) skills tests

NATIONAL BENCHMARK:

Non CDL – 10 days

CDL – 21 days

*MVA target

PERFORMANCE MEASURE MVA 5.2

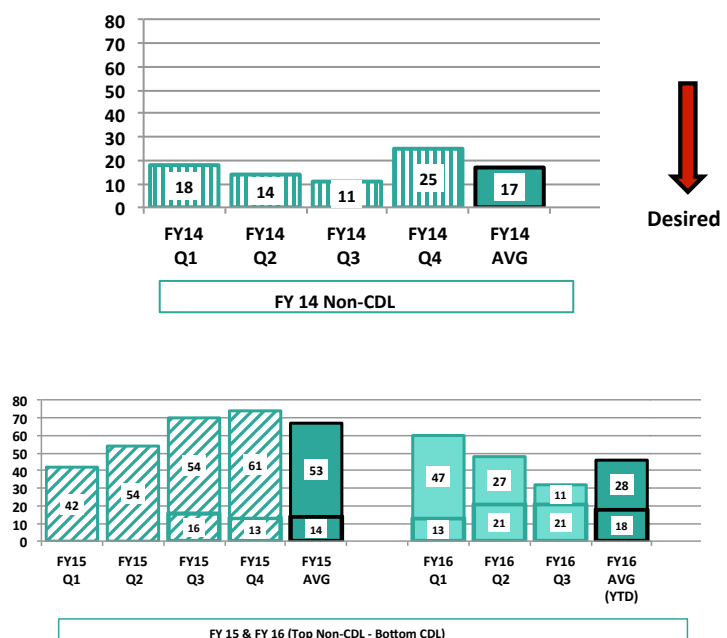
Average Driver's License Skills Appointment Lead Time (CDL and Non-CDL, in days)

Customers would like to have a quick turnaround time when scheduling their driving skills test as compared to the completion of their law knowledge testing (learner's permit).

The availability of driver's skills test appointments is part of the seamless processing to ensure that MDOT customers are able to complete their transactions efficiently. This is a measure of the lead time it takes to schedule a Driver's Skills test appointment, as the customer would like to schedule their test appointment as close to their eligibility date as possible.

Overall the current trend shows a decrease in the average days to obtain a driving skills appointment, which is in-line with the desired outcome. Present performance results for non-CDL lead time appointments are continuing to reduce to meet the target of 10 days. CDL appointment lead times remain within the identified target of 21 days. In FY 2015, process changes were implemented to remove parallel parking for the driving course, which has reduced the time it takes to administer the driving skills test.

Fiscal Year by Quarter
Commercial & Non-Commercial Driver License Lead Time (In Days)



All Electronic Tolling (AET) – Collection of tolls at highway speeds using *E-ZPass* transponders or video tolling; no toll booths or cash collection.

Annual Attainment Report on Transportation System Performance – Pursuant to Transportation Article Section 2-103.1 of the Annotated Code of Maryland, the State is required to develop or update an annual performance report on the attainment of transportation goals and benchmarks in the Maryland Transportation Plan (MTP) and Consolidated Transportation Program (CTP). The Attainment Report must be presented annually to the Governor and General Assembly before they may consider the MTP and CTP.

Calendar Year (CY) – The period of 12 months beginning January 1 and ending December 31 of each reporting year.

Coordinated Highways Action Response Team (CHART) – CHART is an incident management system aimed at improving real-time travel conditions on Maryland's highway system. CHART is a joint effort of the State Highway Administration, Maryland Transportation Authority and the Maryland State Police, in cooperation with other federal, state and local agencies.

Consolidated Transportation Program (CTP) – A six-year program of capital projects, which is updated annually to add new projects and reflect changes in financial commitments.

Fiscal Year (FY) – A yearly accounting period covering the time frame between July 1 and June 30 of each reporting year.

MPA General Cargo – Foreign and domestic waterborne general cargo handled at the public (MPA) terminals.

Port of Baltimore Foreign Cargo – International (Foreign) cargo handled at public and private terminals within the Baltimore Port District. This includes bulk cargo (e.g., coal, sugar, petroleum, ore, etc. shipped in bulk) and all general cargo (e.g., miscellaneous goods shipped in various packaging).

MAA – Maryland Aviation Administration operates Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall) and Martin State Airport, a general aviation/reliever airport northeast of Baltimore.

MDTA – Maryland Transportation Authority operates and maintains the State's eight toll facilities.

Mode - Form of transportation used to move people or cargo (e.g., truck, rail, air).

MPA – Maryland Port Administration promotes the Port of Baltimore as a leading east coast hub for cargo and cruise activity.

MTA – Maryland Transit Administration provides Local Bus, Light Rail, Metro Rail, Paratransit services and regional services through commuter rail (MARC) and Commuter Bus, as well as grant funding and technical assistance.

MVA – Motor Vehicle Administration serves as the gateway to Maryland's transportation infrastructure, providing a host of services for drivers and vehicles, including registration, licensing and highway safety initiatives.

SHA – State Highway Administration manages the State's highway system which includes 17,117 lane miles of roads and 2,564 bridges

TBU – Transportation Business Unit

TSO – The Secretary's Office

Vehicle Miles of Travel (VMT) – A measurement of the total miles traveled by all vehicles.

MARYLAND DEPARTMENT OF TRANSPORTATION

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